**Section A – Short Questions**

**Question 1[5 marks, CLO 1]**

**What is the difference between self-evaluation and peer evaluation?**

**Answer:**

Responding to written document, you have to go through self-evaluation and peer evaluation for better engaging and errors fixings.

**Self-evaluation:**

* The way toward editing and altering requires a few cautious readings. You react to each detail of your composing with the goal that the end result is right and cement.
* You remove and error free the data. This is called self-assessment or self-evaluation.

**Peer Evaluation:**

* Friend assessment is fundamental for that. Ask your cohort, companion or associate to go through it to discover blunders and give ideas for fixing them.
* This gives you input of the per user and any data hole or confusing example of association is fixed before you give it to its intended interest group

**Question 2[5 marks, CLO 1]**

**How can we maintain conciseness within a technical document with reference to 7 Cs of Communication?**

**Answer:**

Brevity or conciseness adds to attention; by dispensing with needless words you let significant thoughts stick out. When consolidated with "you-see", brief messages are more fascinating to the beneficiaries.

**How to maintain conciseness:**

* Eliminating wordy expressions (use single word substitution)
* Including only relevant material
* Avoiding unnecessary repetition ( Abbreviations etc )
* Provide all vivid data necessary.

**Section B – Long Questions**

**Question 3[10 marks, CLO 3]**

**Describe the structure of an email in order to clarify how it is different from a letter. Mention both similarities and differences.**

**Answer:**

**Differences:**

|  |  |
| --- | --- |
| **Letter** | **Email** |
| A written or printed message from one person to another, usually put in an envelope and delivered as mail | E-mail (short for electronic mail) is the transmission of messages and files via a computer network |
| It requires a valid stamp and a post office to send and receive. | Requires electronic device and internet connection. |
| It requires proper writing procedure and sending medium | Email can be sent to anyone anywhere by saving time and cost. |
| It may take time to get a letter usually days or months and sometimes years. | It is very quick and takes minutes to send and receive |
| It is written on paper or any other medium. | These are digitally writes on computers, laptops and tablets. |

**Similarities:**

* Utilization of an elucidating title.
* The header is also similar in terms of sender and receiver information.
* Have similar heading of subject line.
* They have a proper introductory and purpose paragraph.
* Closing sentences and sign offs are almost of same type, the point is to authenticate the audience firstly.
* Both requires technical writings (7C’s have to be kept in mind during writing).

**Question 4[10 marks, CLO 4]**

**Suppose that vacancies have been announced for the post of Lab Engineer in Electrical engineering department at all campuses of COMSATS University. Compose a ‘Cover letter’ to Head of Department of your campus to express your interest for the announced positions with your educational qualification, lab skills, and future plans. The letter should have a proper introduction which clarifies your purpose of writing this letter, followed by discussion (that outlines as to what specific skills and capabilities make you better than the rest of the applicants) and conclusion to make the space for an interview call.**

**XYZ, city.**

**Street-3, CT23XX**

**May 4, 2021**

**Mr. Adeel Khan Durrani**

**Head of Department CS**

**Comsats chak shehzad campus, Islamabad**

**Dear Mr. Adeel:**

It is with great interest that is have been working with my class fellows and teacher in interactive sessions of Laboratory. Through my enthusiasm in studies and keeping in view my achievement I have decided to apply for you announced position of Electric lab instructor. I have always wanted to work for an outstanding class.

I believe that I am the ideal candidate for the position due to my extensive experience as an instructor for Electric-Labs. At my current position at Lab, I perform all the same tasks that are described in your ad for the senior instructor position. In addition to that I have a reputation for being a hard worker who makes sure the job is done right the first time. My field reports (Lab reports) are always completed well ahead of the deadline.

Feel free to contact me and setup an interview at your earliest convenience. You can reach me by way of e-mail at ruslandurrani907@gmail.com or by way of phone at (abc) xxx-xxx. I look forward to discussing with you my future with Comsats University. Thanks for your time and consideration.

**Sincerely,**

Ruslan

**M. Ruslan Babar**

**Good luck!**